



Make  
it matter.

## POSITION DESCRIPTION

# Project Officer

Faculty/Division	Medicine & Health
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00202806
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	2 September 2024

### Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Project officer will work as part of a small team supporting the Respiratory Infections Positive Results Hotline providing real time support for remote Aboriginal and Torres Strait Islander communities. The Project Officer will also support the team to develop and revise Program procedures and update documentation, provide analytical and reporting support, develop communications and provide administrative support for key projects.

The role is Indigenous - identified. The role reports to the Research Manager (Molecular Scientist), First Nations Molecular Point of Care Testing Program.

### Accountabilities

Specific accountabilities for this role include:

- Provision of support to the Respiratory Infections Positive Results Hotline, which includes but is not limited to receiving calls and actioning point of care results, reporting cases and facilitating active consultation with internal and external stakeholders and clinicians.

- Liaise, develop and manage effective communications with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions around the First Nations Molecular Point of Care Testing Program.
- Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.
- Coordinate project administration including coordination of workshops and meetings, minute taking, manage assigned actions, data entry, cleaning, extraction, and quantitative analysis and follow-ups and project status reporting.
- Support the development of new Program procedures, which includes but is not limited to conducting reviews and updates of standard operating procedures and supporting documents, in consultation with team members.
- Proactively conduct administrative day-to-day support within the framework of agreed projects, timelines and responsibilities.
- Provide practical and proactive project support and administrative services to project team and stakeholders.
- Support adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

### **Skills and Experience**

- A diploma/degree, or relevant experience in a health discipline, or an equivalent level of knowledge gained through any other combination of education, training and / or experience
- Knowledge of, or working relationships in, Aboriginal and / or Torres Strait Islander communities.
- Knowledge of data analysis including good working knowledge on data management.
- Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Experience working with a range of computer systems and applications, including Microsoft Word, Excel and PowerPoint and/or willingness to learn.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position**

- Verification of qualifications

#### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.